

**1.1 Sample Formal Action**

Pursuant to California Education Code 26000, the governing boards of a school district, community college district, or county office of education may, by formal action, elect to provide to their eligible employees the Cash Balance Benefit Program offered by the California State Teachers' Retirement System (CalSTRS).

**Formal Action of the**


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*Name of Governing Board*

**Whereas**, the above named governing board wants to provide a retirement plan for its eligible employees hired to perform creditable service for less than 50 percent of the full-time equivalent for the position as provided by Part 14 of Title 1 of the California Education Code, commencing at Section 26000 et seq.; and

**Whereas**, the California State Teachers' Retirement System (CalSTRS) offers such a plan, known as the Cash Balance Benefit Program, as set forth, in Part 14 of Title 1 of the California Education Code, as amended from time to time; and

**Whereas**, the above said governing board agrees to adopt the provisions of the Cash Balance Benefit Program offered by CalSTRS;

**Therefore**, be it resolved that said governing board hereby elects by formal action to provide that Cash Balance Benefit Program and adopt said program's provisions pursuant to either action taken by said governing board under its authority or delegated by the governing board to its agent;

**And** that as a result of this election and adoption, said Cash Balance Benefit Program shall go into effect on:

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*Effective Date*

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*County Code*

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*District Code*

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*Name of Authorized Board Member or Delegated Agent of Board*

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*Position Held*

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*Signature of Authorized Board Member or Delegated Agent of Board*

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*Date Signed*

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*Contact Name*

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*Contact Telephone Number*

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*Contact Address*

Forward original formal action to CalSTRS, Cash Balance Benefit Program, P.O. Box 15275, Sacramento, CA 95851-0275.  
Keep a copy for your records.